

**Fayetteville State University**  
**Information Technology & Telecommunication Services**  
**Digital Millennium Copyright Act, Takedown Procedure**  
**(For Students)**

**First Violation**

FSU ITTS staff designated as security/compliance officer checks the machine and owner details to determine any previous violations. If the notice is a first violation, the following occurs:

1. The IT Compliance office issues first violation notice, including a copy of "first complaint form letter," copy of the complaint, and source machine information to the registered owner of the machine. A copy of the first violation notice is sent to Student Affairs for conduct action.
2. The registered owner of the machine is required to contact Information Technology Services. If the owner contests the allegation, he/she has the option to file a Counter Notification with the FSU Office of Legal Counsel, at which time the FSU legal counsel notifies the complainant of such action. Additionally, ITTS must reconnect the user to the University network within 14 business days after a complaint is filed unless FSU has received a notice from the complainant that a court order has been filed seeking a restraint order.
3. The owner is required to read the FSU policies.
4. The owner must sign document stating that the material in question and all other copyright violations are removed from the machine and that a second offense will result in the machine being disconnected from the University network for three years.
5. Once the signature is obtained, the ITTS reconnects the user to the University network.
6. The above process is tracked electronically and on paper. Records are kept for four years after last infringement notification.

**Second Violation**

FSU IT staff designated as security/compliance officer checks the machine and owner details to determine any previous violations. If the notice is a second violation, the following occurs:

1. ITTS issues second violation notice, including a copy of "second complaint form letter," copy of the complaint, and source machine information to the registered student owner of the machine. A copy of the second violation notice is sent to Student Affairs for conduct action.
2. ITTS notifies the student that he/she has been disconnected from the University network indefinitely until approval for connectivity from the Dean of Students and University Legal Counsel.
3. If the owner contests the allegation, he/she has the option to file a Counter Notification with the Office of Legal Counsel at FSU, at which time FSU legal office notifies the complainant of such action. Additionally, ITTS must reconnect the user to the University network within 14 business days unless FSU has received a notice from the complainant that a court order has been filed seeking a restraint order.
4. If the owner takes no action, he/she remains disconnected from the University network.
5. The above process is tracked electronically and on paper. Records are kept for four years after last infringement notification.